UNITED
NATIONS

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Secretariat

ST/IC/1991/64
11 November 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS TRANSITIONAL AUTHORITY IN CAMBODIA

1. Agreements on a comprehensive political settlement of the Cambodia conflict were signed at the Paris Conference on Cambodia on 23 October 1991.

2. The agreements foresee a major role for the United Nations, including the establishment of a United Nations Transitional Authority in Cambodia (UNTAC). The Security Council is expected to endorse the deployment of UNTAC upon consideration of a detailed operational plan to be prepared by the Secretary-General. UNTAC will have the following operational components: military; civil police; civil administration; election; human rights; repatriation; and rehabilitation and reconstruction and will require personnel with backgrounds in legal affairs, political affairs and public information, as well as the usual range of administrative functions, including accounting, electronic data processing, finance, personnel, procurement and general administration.

3. UNTAC headquarters will be located at Phnom Penh. Full deployment of the mission will involve the posting of staff at the provincial and subprovincial levels. Interested staff should take into account that conditions will be difficult, involving physical hardship, and may be hazardous. Adaptability, flexibility, team spirit and good judgement will be of particular importance.

4. UNTAC will be designated as a non-family mission. It is expected that initial assignments will be for a period of six months. Deployment is expected to commence in the spring of 1992. The working languages of UNTAC will be English and French.

5. Staff members interested in being considered for temporary assignment to UNTAC are requested to complete the attached application form and return it as soon as possible to:

Field Operations Division
Room S-2227A
United Nations
New York, N.Y. 10017
Fax No.: (212) 963-0664

6. In this connection, it is requested that all applicants provide, together with their application, a copy of their fact sheet. No other enclosures will be needed, nor should the application be submitted to offices other than Field Operations Division.

7. Those interested staff members who have indicated in the past, either orally or in writing, their wish to be assigned to a mission are requested to reapply using the attached application for mission assignment to UNTAC.

8. Applications may be submitted by facsimile to the number indicated above. The assignment of staff members selected to serve with UNTAC will be subject to release by their parent department/office and to medical clearance.

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APPLICATION FOR MISSION ASSIGNMENT TO UNTAC
(United Nations Transitional Authority in Cambodia)

1. **GENERAL INFORMATION** *(Please type or print in capitals)*

FAMILY NAME	FIRST NAME	INDEX NO.	SEX	CATEGORY/LEVEL

FUNCTIONAL TITLE	DEPARTMENT/OFFICE	ROOM NO.	UN TELEPHONE NO./EXT.	HOME TELEPHONE NO.

ORGANIZATION	DUTY STATION	DATE OF BIRTH (D/M/Y)	PLACE OF BIRTH

COUNTRY OF NATIONALITY	EOD DATE (D/M/Y)	TYPE OF CONTRACT	EXPIRY DATE (D/M/Y)

2. **SKILLS**

LANGUAGE	MOTHER TONGUE	UN PROFICIENCY CERTIFICATE	READ	WRITE	SPEAK	UNDERSTAND	CLERICAL	TYPING	SHORTHAND

WordPerfect [ ] Wang WP [ ] dBase3+ [ ] Paradox [ ] FoxBase [ ] FoxPro [ ] Clipper [ ]
Lotus 123 [ ] QuatroPro [ ] Harvard Graphics [ ]
Other [ ] (specify) _____
Driver's License: Yes [ ] No [ ]

3. **WORK EXPERIENCE:** Dates and remarks

AREA	√	UNITED NATIONS	√	OTHER
Accounts/Finance/Budget				
Economics				
Electronic Data Processing				
Legal				
Personnel: Administration				
Personnel: Recruitment				
Political Affairs/Human Rights				
Pouch/Registry				
Procurement/Inventory/Supply				
Public Information				
Social Affairs				
Travel/Shipping				
Other (specify)				

INTEREST IN ASSIGNMENT TO OTHER MISSIONS - List preferences	PREVIOUS MISSION ASSIGNMENT(S): Functional title(s) & date(s)

4. **REMARKS**

.....
.....
(For additional space, please use reverse of this form or attach a separate sheet.)

Date: _____ Signature: _____

PLEASE ATTACH YOUR FACT SHEET TO THIS APPLICATION AND RETURN IT TO:

Field Operations Division, Room S-2227
United Nations, New York, New York 10017
Fax: (212) 963-0664

UNITED
NATIONS

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Secretariat

ST/IC/1991/65
21 November 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: APPOINTMENTS, PROMOTIONS AND OTHER STAFF CHANGES

1. The present information circular contains a listing of the appointments, promotions and other changes concerning staff in the Professional category and above which were reported to the Planning and Information Section, Office of Human Resources Management, during the period 1 July to 30 September 1991. Other staff changes that have taken place during this period will be shown in future issues of this circular.

2. It is worth noting that the present circular contains two separate listings of promotions, transfers and reassignments: one, for staff changes taking place under the Vacancy Management and Staff Redeployment System and one for staff changes taking place under alternative arrangements. The latter include promotions to the Director (D-2) level and above, promotions resulting from the reclassification of encumbered posts, promotions in language posts and promotions from the General Service and related categories to the Professional category. They also include lateral transfers and reassignments.

3. Any necessary corrections to the information contained in this circular should be indicated in the space provided below with appropriate comments and returned to the Planning and Information Section, room S-2465, THROUGH THE EXECUTIVE OR ADMINISTRATIVE OFFICER of the department or office concerned.

Information in question :

Page :	**Name :**

Correction (where applicable) :

Name : (Mr.) (Mrs.) (Miss) (Ms)		
Functional Title :		
Nationality :		**Department :**
Grade :	**Effective Date :**	

Comments : _____

_____

_____

_____

_____

Executive/Administrative Officer

PERSONNEL MOVEMENTS

(July - September 1991)

1. Appointments

Name	Functional Title	Nationality	Grade	Office
CAPEL FERRER, Mr JOSE	Chief of Division	Spain	D-1	ECE
DIAROUMEYE, Mrs FATOUMA A	Chief of Centre	Niger	D-1	ECA
PUROLA, Mr HIKKI JUHANI	Senior Officer	Finland	P-5	SPA
SANDBERG, Mr HARRY	Project Management Officer	Sweden	P-5	ECA
BABAKOL, Mr OZER ESAT	Systems Analyst	Turkey	P-4	IESA
DEJENE, Mr ALEMNEH	First Officer	Ethiopia	P-4	UNCED
MARTIN, Mr MIGUEL ANGEL	First Officer	Argentina	P-4	SPA
PANKOV, Mr VLADIMIR	Economic Affairs Officer	U S S R	P-4	UNCTAD
THOMPSON, Mr JOSEPH P	Staff Officer	Canada	P-4	AMOGS
ARCHER, Mrs JANINE	Translator	France	P-3	CS
BASCH, Mrs THUY NGUYEN	Programmer-Analyst	Canada	P-3	AMOPPBF
EHUI, Mrs MAMOU	Economic Affairs Officer	Cote d'Ivoire	P-3	ECA
KNOPINSKI, Mr PAUL	Translator	United Kingdom	P-3	CS
LI, Mrs YUEFEN	Economic Affairs Officer	China	P-3	UNCTAD
MITSUI, Mr KIYOHIRO	Procurement Officer	Japan	P-3	AMOGS
WAROT, Mr ERIC	Translator	Canada	P-3	CS
WENZEL, Miss VICTORIA	Programme Management Officer	U S A	P-3	UNCHS
AUSTEN-PETERS, Mr ADEGBOYEGA	Human Rights Officer	Nigeria	P-2	HR
BANDAOGO, Mr CHRISTOPHE	Economic Affairs Officer	Burkina Faso	P-2	ECA
BOLLEN, Mr ANDREW	Programmer-Analyst	Australia	P-2	PFIMS
BRATESCU, Mr ADRIAN	Economic Affairs Officer	Romania	P-2	ECLAC
BRISCOE, Mr NEIL D	Associate Officer	United Kingdom	P-2	EOSG
CARMIGNANI, Mr MARCO	Programmer-Analyst	Brazil	P-2	IESA
CASTRO-MARTIN, Miss TERESA	Population Affairs Officer	Spain	P-2	IESA
DECROOCQ, Miss ISABELLE	Translator	France	P-2	CS
DUYTSCHAEVER, Mrs MARIE-CLAUDE	Translator	U S A	P-2	CS
HAMMOND, Miss BEATE	Social Affairs Officer	Germany	P-2	UNOV
HOPENHAYN, Mr MARTIN	Social Affairs Officer	U S A	P-2	ECLAC
KAZANGBA, Mr EDOUARD	Legal Officer	Cent Afr Rep	P-2	OLA
KUZNETSOVA, Mrs GALINA	Political Affairs Officer	U S S R	P-2	PSCA
LESTELLE, Mr CLAUDE	Translator	France	P-2	CS
LEVINE, Mrs ETHEL	Editor	U S A	P-2	UNOG
MATAMOROS, Mr MARIO	Translator	Cuba	P-2	CS
MONACELLI, Miss TIZIANA	Translator	Belgium	P-2	CS
MORENO, Mr CARLOS ALBERTO	Legal Officer	Spain	P-2	UNCTAD

PERSONNEL MOVEMENTS

(July - September 1991)

1. Appointments *(continued)*

Name	Functional Title	Nationality	Grade	Office
NETO, Mr FREDERICO	Economic Affairs Officer	Brazil	P-2	IESA
PEREIRA, Mr ADELINO	Translator	France	P-2	CS
POIRIER, Miss MARIE-CLAIRE	Translator	France	P-2	CS
TRAEGER, Mr ROLF	Economic Affairs Officer	Brazil	P-2	UNCTAD
TROMP, Miss LUCIA	Social Affairs Officer	Netherlands	P-2	UNOV

2. Promotions

ADOBOLI, Mr EUGENE	Executive Secretary	Togo	D-2	JIU
ANNABI, Mr HEDI	Director	Tunisia	D-2	IESA
ABRENICA, Mrs ELLEN	Principal Officer	Philippines	D-1	CS
TEREKHOV, Mr ANDREI D	Legal Officer	U S S R	P-5	OLA
CONVERS, Mrs ROSA	Administrative Officer	Argentina	P-4	CS
DIATTA, Mr ALASSANE	Translator	Senegal	P-4	CS
BAIGORRI-JALON, Mr JESUS	Verbatim Reporter	Spain	P-3	CS
BRUNA, Mrs ISABEL	Verbatim Reporter	Chile	P-3	CS
CAI, Mr LIJIAN	Translator	China	P-3	CS
LIN, Miss DAN	Translator	China	P-3	ESCAP
MAYORGA, Mrs ANA MARIA	Verbatim Reporter	Peru	P-3	CS
NGOMUO, Mr GEOFFREY	Systems Analyst	U Rep Tanzania	P-3	CS
NOEL, Mr PIERRE	Translator	Belgium	P-3	CS
XU, Mr GAOJING	Translator	China	P-3	CS
XU, Mrs LIN	Translator	China	P-3	CS
YANG, Mr XIAOPING	Translator	China	P-3	UNOG
ZHANG, Miss YING	Interpreter	China	P-3	CS
ZHAO, Mr JIAZHI	Translator	China	P-3	UNOG
CABRERA, Mr WALTER	Economic Affairs Officer	Peru	P-2	ECA
DIXON, Mrs IONA	Personnel Officer	Jamaica	P-2	ECA
KUMAR, Mr ASHOK	Programme Officer	India	P-2	ESCAP
SHAH, Miss REENA M	Statistician	Kenya	P-2	IESA
ZARGOUNI, Mr RIDHA	Librarian	Tunisia	P-2	UNOG
LOFF-FERNANDES, Mrs DANIELLE	Information Officer	France	P-1	ESCAP
MARCHISIO, Miss PATRICIA	Information Officer	Brazil	P-1	DPI
NWOKEABIA, Mr HILARY	Economic Affairs Officer	Nigeria	P-1	ECA

PERSONNEL MOVEMENTS

(July - September 1991)

3. Transfers

Name	Functional Title	Nationality	Grade	Office	
				From	To
OUNI, Mr ALI	Deputy Executive Officer	Tunisia	P-5	IESA	MISSION
KUROBE, Mr SHIN-ICHIRO	Administrative Officer	Japan	P-3	AMOGS	AMOHRM
PARRY, Miss MARY GABRIELLE	Editor	United Kingdom	P-3	ESCAP	UNOG
BURKE, Mr TERENCE F	Associate Officer	Ireland	P-2	UNCHS	AMOGS

4. Under the Vacancy Management and Staff Redeployment System

a. Promotions

Name	Functional Title	Nationality	Grade	Office
ARGYRIADES, Mr DEMETRIOS L	Chief of Service	Greece	D-1	TCD
JACKSON, Mr OSBORNE	Chief of Branch	Ghana	D-1	IESA
TABATABAI, Mrs ZOHREH	Special Assistant to the U-S-G	Iran Islam Rep	D-1	DPI
VAN BRABANT, Mr JOZEF M	Principal Officer	Belgium	D-1	IESA
ALMEIDA, Miss MARIA	Director, Information Centre	Portugal	P-5	DPI/Lusaka
BRUSICK, Mr PHILIPPE RICHARD	Senior Economic Affairs Officer	Switzerland	P-5	UNCTAD
DAUNT, Mr MICHAEL	Economic Affairs Officer	United Kingdom	P-5	UNCTAD
DIEZ, Ms ASTRID	Senior Interpreter	Spain	P-5	CS
GUTIERREZ, Mrs SYLVIA	Chief of Division	Chile	P-5	ECLAC
KHONJE, Mrs CECIWA	Director, Information Centre	Malawi	P-5	DPI/Lagos
LEONHARDT, Mr KARL FRITZ	Chief of Section	Germany	P-5	ECE
MANTIN, Mr GUILIO	Chief of Section	U S A	P-5	CS
RAPLEY, Mr CLINTON	Social Affairs Officer	U S A	P-5	UNOV
RUIZ MINAGORRE, Mr AURELIO	Director, Information Centre	Argentina	P-5	DPI/*Rio de Janeiro*
YEOH, Mr KENG LOCK	Chief of Service	Malaysia	P-5	UNOV
ABDUL-AZIZ, Mr MOHAMED E	Social Affairs Officer	Libyan Arab J	P-4	UNOV
ABU RAFIA, Mr FATHI AHMED	Translator	Egypt	P-4	CS
BENZ, Mr HANS	Chief of Unit	Germany	P-4	UNCHS
BREDECHE, Mr PHILIPPE LUC	Translator	France	P-4	CS
CHAVEZ, Ms MARIA LUISA	Political Affairs Officer	Mexico	P-4	PSCA
DAGANE, Mr OURIEL	Chief of Unit	Israel	P-4	UNOG
DUPUY, Mr GEORGES	Interpreter	France	P-4	CS
GIRON, Mr PHILIPPE	Translator	France	P-4	CS
GREY-JOHNSON, Mr CRISPIN	Economic Affairs Officer	Gambia	P-4	ECA
JACQUEMIER, Mr GERARD L	Translator	France	P-4	CS

4. Under the Vacancy Management and Staff Redeployment System

a. Promotions*(continued)*

Name	Functional Title	Nationality	Grade	Office
KUWAYAMA, Mr MIKIO	Economic Affairs Officer	Japan	P-4	ECLAC
MALGRANGE, Mrs DANIELLE	Interpreter	France	P-4	CS
NAGAYOSHI, Mrs NORIKO	Accountant	Japan	P-4	UNJSPF
RESS, Miss CORALIE	Interpreter	France	P-4	CS
SHANE, Mr KYAW KYAW	Economic Affairs Officer	Myanmar	P-4	IESA
STUVERAS, Mr ROGER	Translator	France	P-4	CS
TRABILSY, Mr NAJEH	Translator	Syrian Arab Rp	P-4	CS
DEN, Mr HITOKI	Special Assistant to the U-S-G	Japan	P-3	OPGS
EZE, Mr SMART	Social Affairs Officer	Nigeria	P-3	UNOV

4. Under the Vacancy Management and Staff Redeployment System

b. Reassignments (within the same office)

HERRMANN, Mr GEROLD H	Senior Legal Officer	Germany	P-5	OLA
KELLEY, Ms MARGARET	Acting Chief	U S A	P-5	IESA
LE BLANC, Mr GEORGES	Chief of Service	Mauritius	P-5	UNOG
DA SILVA, Ms SILVANA	Political Affairs Officer	Brazil	P-4	DDA
JACKMAN, Miss GRACE	Interpreter	United Kingdom	P-4	UNOG
KRISHNAMURTI, Mrs ILANA	Financial Management Officer	U S A	P-4	AMOPPBF
MERON, Mrs ROXANDRA	Interpreter	Israel	P-4	CS
PARIS-STEFFENS, Mr RODRIGO	Social Affairs Officer	Costa Rica	P-4	UNOV
ASTIZ, Mrs MARIA T	Translator	U S A	P-3	CS
CORTEZ, Ms ANA LUIZA	Economic Affairs Officer	Brazil	P-3	IESA
GAVRILOV, Mr ANATOLY	Administrative Officer	U S S R	P-3	AMOGS
MATHANGANI, Mrs JOAN LESLEY	Procurement Officer	Australia	P-3	AMOGS
MCDONALD, Mrs JOAN	Procurement Officer	United Kingdom	P-3	AMOGS
MCDOWALL, Miss STELLA MARY	Editor	United Kingdom	P-3	OPGS
MILLER, Mrs GEORGETTE	Legal Officer	U S A	P-3	AMOHRM
NDULO, Mr MUNA	Legal Officer	Zambia	P-3	OLA
SEKOLEC, Mr JERNEJ	Legal Officer	Yugoslavia	P-3	OLA
SMITH-LEMARCHAND, Mrs CHRISTINE M	Acting Chief of Section	France	P-3	CS
TAHA, Mr KAMIL	Television Producer	U S A	P-3	DPI
YAKOVLEV, Mr ALEXANDER VALENTINDVI	Procurement Officer	U S S R	P-3	AMOGS
ZHANG, Ms DONG YAN	Interpreter	China	P-3	CS

PERSONNEL MOVEMENTS

(July - September 1991)

4. Under the Vacancy Management and Staff Redeployment System

b. Reassignments (within the same office) *(continued)*

Name	Functional Title	Nationality	Grade	Office
DEMIDOV, Mr VLADIMIR A	Programmer	Ukraine	P-2	IESA
HOSALI, Mrs MADHUMITA	Chief of Unit	India	P-2	DPI
KELL, Mr GEORG	Economic Affairs Officer	Germany	P-2	UNCTAD
LEBAUX, Mrs VALERIE	Legal Officer	France	P-2	UNOV
MOGUILLANSKY, Mrs GRACIELA	Economic Affairs Officer	Argentina	P-2	ECLAC

4. Under the Vacancy Management and Staff Redeployment System

c. Transfers (between different offices)

Name	Functional Title	Nationality	Grade	Office	
				From	To
COHEN, Ms LINDA	Acting Executive Officer	Canada	P-5	IESA	AM
GUMUCIO GRANIER, Mr JORGE	Political Affairs Officer	Bolivia	P-4	DPI	DDA
MIHALIC, Ms JADRANKA	Chief of Unit	Yugoslavia	P-4	PSCA	DPI
FRAGA, Mr JOSE	Contracts Officer	Argentina	P-3	CTC	TCD
GARVEY-MWAZI, Mrs MARY KRISTINE	Fellowships Officer	U S A	P-3	OCN	TCD
LEE-DE LAURENTIS, Mrs JENNIFER	Documentation Officer	United Kingdom	P-3	DCS	IESA
DELCOUR, Mr PIETER	Finance Officer	Belgium	P-2	UNOG	UNOV

5. Return from Mission/Field Assignment

Name	Functional Title	Nationality	Grade	Office
DIOUF, Mr MBAYE	Economic Affairs Officer	Senegal	P-4	ECA

6. Return from Secondment

Name	Functional Title	Nationality	Grade	Office
SAID, Mr MOHAMMED	Deputy Director	Ethiopia	D-1	UNOG
SAMPSON, Mr GARY	Economic Affairs Officer	Australia	P-5	UNCTAD

7. Retirements

Name	Functional Title	Nationality	Grade	Office	Separation Date
KAWAMURA, Mr ITSUO	Director	Japan	D-2	IESA	31 Jul 91
RAMOS GALINO, Mr FRANCISCO	Director	Spain	D-2	UNOV	30 Aug 91
BERGSTEN, Mr ERIC E	Chief	U S A	D-1	OLA	31 Jul 91

PERSONNEL MOVEMENTS
(July - September 1991)

7. Retirements *(continued)*

Name	Functional Title	Nationality	Grade	Office	Separation Date
DESMOND, Mr GERALD	Coordinator	U S A	D-1	IESA	30 Jun 91
KIEF, Mr HORST R	Chief of Service	Germany	D-1	UNEP	30 Jun 91
PUGLISI, Mr JOSEPH	Chief of Section	U S A	P-5	AMOPPBF	30 Sep 91
DAVIS, Mr JOSEPH	Chief Administrative Officer	U S A	P-4	UNMOGIP	31 Jul 91
BEER, Mr STEPHANE	Chief of Unit	Switzerland	P-3	UNCTAD	30 Jun 91
DUBOIS, Mr JACQUES	Translator	Belgium	P-3	ESCAP	30 Jun 91

8. Other Separations

ADEDEJI, Mr ADEBAYO	Executive Secretary	Nigeria	USG	ECA	31 Jul 91
AHTISAARI, Mr MARTTI	Under-Secretary-General	Finland	USG	AM	30 Jun 91
HYLAND, Mr BRUCE	Chief of Division	Australia	D-1	UNCHS	31 Aug 91
ABDELSAMAD, Mr AMIN A	Chief of Section	Sudan	P-5	CS	30 Jun 91
CHEAH, Mr CHEE YOON	Senior Social Affairs Officer	Malaysia	P-5	ESCAP	11 Sep 91
EARLEY, Mr DERMOT A	First Officer	Ireland	P-5	SPA	03 Jul 91
LUBIN, Mr JAMES ARNOLD	Senior Information Officer	United Kingdom	P-5	DPI	31 Jul 91
NAVASSARDIAN, Mr TIGRAN	Senior Interpreter	France	P-5	UNOG	16 Sep 91
RODRIGUEZ ELIZONDO, Mr JOSE	Director, Information Centre	Chile	P-5	DPI/Madrid	22 Jul 91
SALEM, Mrs NEHAD	Chief of Section	Egypt	P-5	UNOV	31 Aug 91
BAER BAHIA, Ms MARIA ISABEL	Press Officer	France	P-4	UNCED	16 Aug 91
BARRETT, Mrs KAREN	Press Officer	U S A	P-4	DPI	11 Jul 91
EL GUINDI, Mr AMR	Interpreter	U S A	P-4	UNOV	31 Jul 91
GILLI, Mr HERMANN H	Administrative Officer	U S A	P-4	OLA	14 Aug 91
NIKIFOROV, Mr VALENTIN G	Recruitment Officer	U S S R	P-4	TCD	30 Jun 91
FAYAD, Mr MAJED SAMIH	Editor	Lebanon	P-3	CS	31 Jul 91
MENGIN-NAIR, Mrs ODETTE	Information Officer	Canada	P-3	UNDRO	31 Jul 91
PENZO, Mr GEORGE	Deputy Chief	U S A	P-3	UNOV	30 Jun 91
PISHVANOV, Mr DMITRI	Information Officer	U S S R	P-3	DPI	28 Oct 91
PONTE FERREIRA, Mrs MARIA M	Economic Affairs Officer	Portugal	P-3	ECE	31 Jul 91
ALEJANDRO, Ms MAYRA	Protocol Officer	U S A	P-2	EOSG	31 Jul 91
DRENGSGAARD, Mr OLE	Statistician	Denmark	P-2	IESA	30 Jul 91
FRISHMAN, Mrs DIANE	Translator	U S A	P-2	ECLAC	30 Jun 91
INABA, Miss MIYUKI	Programme Officer	Japan	P-2	ESCAP	19 Aug 91
MCDONALD, Mrs ROBIN	Statistician	Australia	P-2	IESA	10 Jul 91

PERSONNEL MOVEMENTS

(July - September 1991)

8. Other Separations *(continued)*)

Name	Functional Title	Nationality	Grade	Office	Separation Date
OKKERSEN, Miss ELLEN E	Law of Sea/Ocean Affairs Office	Netherlands	P-2	OALOS	03 Sep 91
SANTOS, Mr CHARLES	Associate Officer	U S A	P-2	PSCA	07 Sep 91
TANAKA, Miss NAHOKO	Environmental Affairs Officer	Japan	P-2	ESCAP	15 Jul 91
XIE, Mr XIYAN	Interpreter	China	P-2	UNOG	31 Aug 91

PERSONNEL MOVEMENTS

(July - September 1991)

9. The Assistant Secretary-General for Human Resources regrets to announce the deaths of the following staff:

MALYEV, Mr LEONID P	Deputy Director	U S S R	D-1	PSCA	03 October 1937 05 September 1991
GERARDI-SIEBERT, Mr J	Political Affairs Officer	Venezuela	P-3	DDA	18 August 1954 30 September 1991

UNITED
NATIONS

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Secretariat

ST/IC/1991/66
22 November 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: OFFICIAL HOLIDAYS AND CLOSURE OF HEADQUARTERS BUILDINGS TO THE PUBLIC

1. In accordance with staff rule 101.3 (a), the official holiday for Christmas Day 1991 will be Wednesday, 25 December. Pursuant to the same rule, the Secretary-General has designated Thursday, 26 December 1991, as the ninth official holiday at Headquarters. New Year's Day, Wednesday, 1 January 1992, will be an official holiday. Supervisors are requested to show flexibility, to the extent possible, in approving annual leave between 26 and 31 December 1991.

2. The United Nations Headquarters buildings will be closed to the public and guided tours will be suspended on 25, 26 and 31 December 1991 and on 1 January 1992. In addition, guided tours will be suspended on weekends during the months of January and February 1992.

3. As in previous years, staff members wishing to hold parties for Christmas may do so, subject to advance approval by the Office of General Services. Parties will be authorized for 17, 18 and 19 December. In the event that there are meetings being held on those days, parties may not commence before 6 p.m. if they are to take place in areas adjacent to conference rooms. Where music is to be provided, playing will be permitted as soon as any meetings scheduled on those days are over. It is requested that small departments or offices make arrangements for holding joint parties in order to ease the demand for suitable areas.

4. Requests for approval to hold parties should be submitted to the Chief, Buildings Management Service, Office of General Services, Room S-2270A, with a copy to the Chief, Commercial, Purchase and Transportation Service, Office of General Services, Room S-2149A, not later than 11 December 1991, indicating:

(a) The department, office or organization holding the party;

(b) The date and hour of the party;

(c) The proposed location of the party;

(d) The approximate number of persons expected to attend;

(e) The name of the senior official designated to assume full responsibility for the party;

(f) The type of party and facilities required.

5. Approval granted by the Buildings Management Service for the use of specific areas for parties does not include provision of services. In the event that other services such as movers, electricians, audio technicians, etc., are required, these will be provided subject to availability and organizers will be charged the following rates as these services are performed by outside contractors:

	$
Dance floor/raised platform	100
Electricians	60 a/
Audio technicians	60 a/

a/ Per work-hour.

Requests for the above services, if desired, should be made to Buildings Management Service, extension 3.6147.

6. Requests for catering services for parties should be made to the Catering Service, extension 3.7098 or 3.7099.

7. Staff members are reminded that inflammable decorations may not be used in the Headquarters buildings and that safety rules covering room exits and room capacity must be observed.

UNITED
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Secretariat

ST/IC/1991/67
25 November 1991

INFORMATION CIRCULAR

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: HOST COUNTRY TRAVEL REGULATIONS*

1. The Secretary-General has received from the United States Mission to the United Nations a note verbale dated 13 November 1991 advising on changes in procedural requirements for private travel in the United States undertaken by staff members of Albanian nationality and their dependants.

2. According to the note, the persons concerned, effective immediately, "will enjoy unrestricted travel within the United States".

3. The Secretary-General, in his reply of 19 November 1991, welcomed this decision by the host country. However, in view of the fact that similar restrictions still remain in force with respect to staff of certain other nationalities, the Secretary-General reiterated his position of principle concerning discriminatory treatment, by the host country, of members of the Secretariat solely on the basis of their nationality. The hope was expressed that all such previously imposed restrictions will be removed as soon as possible.

4. Copies of the two notes verbales are set out in annexes I and II to the present circular.

5. The existing arrangements for official travel will remain unchanged and will be made in the usual manner.

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* Personnel Manual index No. 13019/E.

Annex I

NOTE VERBALE DATED 13 NOVEMBER 1991 FROM THE UNITED STATES MISSION TO THE SECRETARY-GENERAL

Effective immediately all Albanian employees of the United Nations and their dependants will enjoy unrestricted travel within the United States. In practice, this means that these individuals will no longer be required to obtain hotel or campground accommodations, air, train or bus tickets or car rentals from the Office of Foreign Missions (OFM) for travel in the United States. Furthermore, these individuals will no longer have to notify the United States Mission in writing of any travel beyond the 25-mile radius of Columbus Circle in New York City.

Annex II

NOTE VERBALE DATED 19 NOVEMBER 1991 FROM THE SECRETARY-GENERAL TO THE UNITED STATES MISSION TO THE UNITED NATIONS

It is noted that "effective immediately all Albanian employees of the United Nations and their dependants will enjoy unrestricted travel within the United States".

Although currently there are no Albanian nationals working at the United Nations Secretariat, the Secretary-General nevertheless welcomes this decision by the United States which is further evidence of its desire to resolve the problem of travel restrictions imposed on staff members of certain nationalities.

In this connection the Secretary-General is obliged to reiterate his well-known position of principle concerning the discriminatory treatment of United Nations staff solely on the basis of their nationality and express their hope that the restrictions on the remaining nationalities will be lifted as soon as possible.

The existing arrangements regarding official travel in the United States of United Nations personnel remain unchanged and will be made in the usual manner.

UNITED
NATIONS

ST

Secretariat

ST/IC/1991/68
27 November 1991

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Controller

Subject: DECEMBER MID-MONTH SALARY ADVANCE

1. In his report to the General Assembly (A/46/600/Add.1 of 19 November 1991), the Secretary-General informed Member States that owing to the extraordinarily high level of unpaid assessed contributions, the financial situation of the United Nations has now deteriorated to the point of crisis. The Secretary-General further stated that the payments received to date for the regular budget are only sufficient to meet budget requirements until the end of November.

2. In the circumstances, it is necessary to implement certain measures immediately to deal with the cash shortage confronting the Organization. As you are aware, the December mid-month salary advance at Headquarters has traditionally included an additional amount of approximately one half of the regular mid-month advance. Given the critical cash situation, this additional amount will not be paid with the December 1991 mid-month salary advance.

3. I regret that in the light of the current financial situation, there is no alternative to this course of action.

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